

HWC
LOG# 403
REVISED

EPA BROWNFIELDS ASSESSMENT PROGRAM
PROJECT WORK PLAN AND GRANT APPLICATION FOR THE
DOWNTOWN BROWNFIELDS PROGRAM IN THE CITY OF AUBURN
Hazardous Substances

Fall 2010 – Spring 2013

EPA COOPERATIVE AGREEMENT # _____

July 19, 2010

Submitted by:



City of Auburn, New York
Memorial City Hall
24 South Street, Auburn, NY 13021
Michael D. Quill, Mayor
Phone: (315) 255-4104 / Fax: (315) 253-8345
Email: mayorquill@ci.auburn.ny.us

Prepared For:

US- EPA Region 2
Mr. Roch Baamonde, Chief
Grants and Contracts Management Branch
290 Broadway, 27th Floor, New York, NY 10007-1866



*Focused on being
The Best Small City in New York State*

CITY OF AUBURN

Office of Planning and Economic Development
Jennifer L. Haines, Director

July 19, 2010

Mr. Roch Baamonde, Chief
Grants and Contracts Management Branch
U.S. EPA- Region 2
290 Broadway, 27th Floor
New York, NY 10007-1866

**Re: 2009 EPA Brownfield Assessment Grant Program Application
Downtown Brownfields Program in the City of Auburn
Hazardous Substances**

Dear Mr. Baamonde:

On behalf of the City of Auburn, I am pleased to present our application for funding assistance under the US EPA Brownfield Assistance Grant Program for Hazardous Substances.

Enclosed please find for your consideration one (1) copy of the Brownfield Assessment Grant application and necessary attachments. The goal of the Downtown Brownfields Program in the City of Auburn is to identify and select potential Brownfield sites in and adjacent to the downtown urban core and conduct Phase I and Phase II ESAs. As a result of the ESAs, the City and project consultant(s) will prepare a cleanup and redevelopment plan to further the City's economic development efforts.

Thank you for the opportunity to submit this grant application. If you have any questions or require additional information, please do not hesitate to contact me at (315) 255-4115 or any of the other contacts listed in the application.

Most Sincerely,

Jennifer L. Haines, Director
Office of Planning and Economic Development

Cc: M. Quill, Mayor- City of Auburn
R. Jensen, Sr. Planner- City of Auburn
C. Selvek, Director of Capital Projects & Grants- City of Auburn
L. Green, Comptroller- City of Auburn

Enclosures

EPA BROWNFIELDS ASSESSMENT PROGRAM
PROJECT WORK PLAN AND GRANT APPLICATION FOR THE
DOWNTOWN BROWNFIELDS PROGRAM IN THE CITY OF AUBURN

TABLE OF CONTENTS

CHECKLIST APPLICATION ITEMS TO BE SUBMITTED.....	1
Key Contact Form.....	3
Application for Federal Assistance (SF-424 & 424A).....	4
Itemized Budget.....	9
Assurances: Non- Construction Programs.....	11
EPA Form 4700- 4 Pre-Award Compliance Review Report.....	13
Narrative Statement Workplan.....	14
1.0 Project Overview	
2.0 Management and Coordination	
3.0 Goals and Objectives	
4.0 Description of Tasks	
5.0 Community Involvement	
6.0 Reporting Requirements	
7.0 Budget	
Certification of Distribution of Application Review Package.....	27
Data on Past Grants Experience/ Financial Administration.....	29
Audit Report	
Narrative Description of Past Grants	
Federal Agency Contact	
Certification Regarding Lobbying/ Disclosure of Lobbying Activities.....	30
Certification of Tax Status.....	31
DUNS # (included in the SF-424 Form).....	N/A

CHECKLIST OF APPLICATION ITEMS TO BE SUBMITTED

After you have completed your application, narrative descriptions, and other required forms, please review this application checklist to ensure that all required documents have been completed for submittal.

- ☒ **Key Contact Form**
- ☒ **Application for Federal Assistance (SF-424) with Original Signatures** (Including SF-424A Budget Information and Assurances for Non-Construction Programs SF-424B)
- ☒ **Itemized Budget** (Detailed)
- ☒ **Assurances: Non-Construction Programs**
- ☒ **EPA Form 4700-4 Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance** (Civil Rights Form) - EEO Contact Mavis Johnson (212) 637-3339.
- ☒ **Narrative Statement / Workplan** (Including statement on how this project supports your environmental program)
- ☒ **Certification of Distribution of Application Review Package** (Proof of compliance with Intergovernmental review)
- ☒ **Data on Past Grants Experience / Financial Administration** (for applicants new to EPA REGION 2, e.g. Audit Reports, Narrative Description of Past Grants with the Federal Government, and the Federal Agency Contact for the Single Audit Requirement)
- ☐ **Biographical Sketch of the Project Manager** (for applicants other than State, local government and Indian Tribes)
- ☒ **Certification Regarding Lobbying / Disclosure of Lobbying Activities**
- ☒ **Certification of Tax Status if you are a Non-Profit or Not-for-Profit Organization** (for 501(c)(3) and (4) organizations, please attach copy of your most current IRS determination letter)
- ☐ **Negotiated Indirect Cost Rate Agreement**
- ☒ **Include the Dun and Bradstreet (D&B) Data Universal Number System (DUNS) in the SF-424 Form**

CHECKLIST OF APPLICATION ITEMS TO BE SUBMITTED
(Continued)



For other than continuing programs, please indicate below the appropriate status of your application package to assist us in facilitating the review process:



Submitting application package in response to a competitive announcement

List announcement number EPA-OSWER- or Title Proposal Guidelines for
OBLR-09-04 Brownfields Assessment Grants



Submitting in response to discussion with EPA Staff

Please identify name _____



Submitting without input from or discussion with EPA, and not in response to a competitive announcement



Congressional Earmarks:



Submitting application package in response to a Congressional Earmark

(If known) Please identify name of Congressional Sponsor _____

(If known) Please identify the appropriation Bill in which the earmark appears _____

***NOTE:** Please note that the information contained in this application may be made available to the public unless you identify specific portions that are confidential and may not be released. Please clearly identify specific confidential business information contained in this application.

RETURN COMPLETED APPLICATION TO:

**MR. ROCH BAAMONDE, CHIEF
U.S. ENVIRONMENTAL PROTECTION AGENCY, REGION 2
GRANTS AND CONTRACTS MANAGEMENT BRANCH
290 BROADWAY, 27th FLOOR
NEW YORK, NEW YORK 10007-1866**

**KEY CONTACTS FORM**

Authorized Representative: *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name: Mark Palesh
Title: City Manager
Complete Address: Memorial City Hall, 24 South Street, Auburn, NY 13021
Phone Number: 315-255-4146

Payee: *Individual authorized to accept payments.*

Name: Lisa Green
Title: City Comptroller
Mail Address: Memorial City Hall, 24 South Street, Auburn, NY 13021
Phone Number: 315-255-4138

Administrative Contact: *Individual from Sponsored Program Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc.)*

Name: Christina Selvek
Title: Director of Capital Projects and Grants
Mailing Address: Memorial City Hall, 24 South Street, Auburn, NY 13021
Phone Number: 315-253-5397
FAX Number: 315-255-4735
E-Mail Address: cselvek@ci.auburn.ny.us

Principal Investigator: *Individual responsible for the technical completion of the proposed work.*

Name: Jennifer Haines
Title: Director, Office of Planning and Economic Development
Mailing Address: Memorial City Hall, 24 South Street, Auburn, NY 13021
Phone Number: 315-255-4115
FAX Number: 315-253-0282
E-Mail Address: jhaines@ci.auburn.ny.us
Web URL: http://ci.auburn.ny.us/Public_Documents/AuburnNY_Planning/index1

Application for Federal Assistance SF-424

Version 02

*1. Type of Submission <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		*2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		*If Revision, select appropriate letter(s): * Other (Specify)	
*3. Date Received:		4. Application Identifier:			
5a. Federal Entity Identifier:			*5b. Federal Award Identifier:		
State Use Only:					
6. Date Received by State:			7. State Application Identifier:		
8. APPLICANT INFORMATION:					
* a. Legal Name: City of Auburn					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 15-6000403			*c. Organizational DUNS: 077293116		
d. Address: *Street1: Memorial City Hall Street 2: 24 South Street *City: Auburn County: Cayuga *State: New York Province: Country: United States					
				*Zip/ Postal Code: 13021-3832	
e. Organizational Unit: Department Name: Office of Planning and Economic Development					
Division Name:					
f. Name and contact information of person to be contacted on matters involving this application: Prefix: Mrs. Middle Name: *Last Name: Selvek Suffix: Title: Director of Capital Projects and Grants Organizational Affiliation: City of Auburn					
*Telephone Number: 315-253-5397					
Fax Number: 315-255-4735					
*Email: cselvek@ci.auburn.ny.us					

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type: C. City or Township Government

Type of Applicant 2: Select Applicant Type:

- Select One -

Type of Applicant 3: Select Applicant Type:

- Select One -

*Other (specify):

*10. Name of Federal Agency:

United States Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.818

CFDA Title:

Brownfields Assessment Grants

*12. Funding Opportunity Number: EPA-OSWER-OBLR-09-04

*Title: Proposal Guidelines for Brownfields Assessment Grants

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

The City of Auburn, a small community with a population of 27,138 in 2008 (U.S. Census Bureau), is in the heart of the Finger Lakes of upstate New York. Located in Cayuga County, Auburn is the county's largest community and is considered the cultural center of the county.

*15. Descriptive Title of Applicant's Project:

Downtown Brownfields Program in the City of Auburn, New York; Hazardous Substances.

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of: Kristen Gillibrand, Charles Schumer, and Michael Arcuri

*a. Applicant

NY-024

*b. Program/Project:

NY-024

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: October 1, 2010

*b. End Date: September 30, 2013

18. Estimated Funding (\$):

*a. Federal

\$200,000.00

*d. Local

*b. Applicant

*e. Other

*c. State

*f. Program Income

*d. Local

*g. TOTAL

\$200,000.00

19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☒ a. This application was made available to the State under the Executive Order 12372 Process for review on 6/30/2010
☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
☐ c. Program is not covered by E.O. 12372

*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ **I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr.

*First Name: Mark

Middle Name:

*Last Name: Palesh

Suffix:

*Title: City Manager

*Telephone Number: 315-255-4146

Fax Number: 315-255-4735

*Email: citymanager@ci.auburn.ny.us

*Signature of Authorized Representative: *Mark R. Palesh* Date Signed: 7/28/2010

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1 Hazardous Site	66.818	\$	\$	\$ 200,000.00	\$	\$ 200,000.00
2						
3						
4						
5 Totals		\$0	\$0	\$ 200,000.00	\$0	\$ 200,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$10,769.50				\$10,769.50
b. Fringe Benefits	\$3,230.50				\$3,230.50
c. Travel	\$1,000.00				\$1,000.00
d. Equipment					
e. Supplies	\$750.00				\$750.00
f. Contractual	\$184,000.00				\$184,000.00
g. Construction					
h. Other	\$250.00				\$250.00
i. Total Direct Charges (sum of 6a-6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$ 200,000.00	\$	\$0	\$0	\$ 200,000.00
7. Program Income	\$	\$	\$	\$	\$0

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8 Not Applicable				\$0	
9				\$	
10				\$	
11				\$	
12. Total (SUM OF LINES 8-11)				\$	

SECTION D - FORECASTED CASH NEEDS					
13. Federal	Total for 1 st Year	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
	\$31,250.00	\$7,812.50	\$7,812.50	\$7,812.50	\$7,812.50
14. Non-Federal	\$0				
15. TOTAL (sum of lines 13 and 14)	\$31,250.00	\$7,812.50	\$7,812.50	\$7,812.50	\$7,812.50

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Brownfields Assessment Grant 2nd Year	\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00	
17. Brownfields Assessment Grant 3rd Year	\$9,187.50	\$9,187.50	\$9,187.50	\$9,187.50	
18					
19					
20. TOTAL (sum of lines 16-19)	\$42,187.50	\$42,187.50	\$42,187.50	\$42,187.50	

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

Budget Detail/Narrative

City of Auburn Downtown Brownfields Program Hazardous Substances

Personnel Including Fringe Benefits: \$14,000.00

	Requested from EPA	Cost Share provided by applicant (if applicable)
Personnel		
Salaries and Wages		
(1) Director of the Office of Planning and Economic Development/ Brownfields Project Manager @ \$47/hr x 145 hours	\$3,407.50	
(1) Senior Planner/ Brownfields Project Manager Support @ \$24/hr x 280.5 hours	\$3,366.00	
(1) Junior Engineer/ Technical Assistance @ \$28/hr. x 90 hours	\$1,260.00	
(1) Programmatic Support @ \$36 x 152 hours	\$2,736.00	

Fringe Benefits: Rate/Base/Composition 30% of Personnel costs (FICA, retirement, health, vacation, sick leave)	Total Requested from EPA \$3,230.50	
--	--	--

Travel Total \$1,000.00

	Requested from EPA	Cost Share provided by applicant (if applicable)
Routine		
Conferences including lodging, air, per Diem and Conference fees, local travel for site visits and meetings	\$1,000.00	
Total	\$1,000.00	

Supplies Total \$750.00

Type	Requested from EPA	Cost Share provided by applicant (if applicable)
Camera with GPS Capabilities	\$750.00	
Total	\$750.00	

Contractual Total \$184,000.00

Contractual Personnel * (competitive process will be used to determine contractor)	Requested from EPA	Cost Share provided by applicant (if applicable)
Physical Engineering firm to perform:		
Site Selection/ Community Involvement	\$6,000.00	
Phase I- \$2,583/site x 9 sites	\$23,250.00	
Phase II- \$25,000 x 5 sites	\$125,000.00	
Cleanup and Redevelopment Planning - \$5,950 x 5 sites	\$29,750.00	
Total	\$184,000.00	

Other Total \$250.00

Type	Requested from EPA	Cost Share provided by applicant (if applicable)
Mailings for public meetings	\$250.00	
Total	\$250.00	

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application. 2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award, and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. 4. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. 5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F). 6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the | <ol style="list-style-type: none"> basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application. 7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. 8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. |
|--|---|

<p>9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally-assisted construction subagreement.</p>	<p>12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) Related to protecting components or potential components of the national wild and scenic rivers system.</p> <p>13. Will assist the awarding agency in assuring compliance will Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).</p> <p>14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.</p>
<p>10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.</p> <p>11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).</p>	<p>15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) Pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.</p> <p>16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) Which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.</p> <p>17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."</p> <p>18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.</p>

<p>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> 	<p>TITLE</p> <p>CITY MANAGER</p>	
<p>APPLICANT ORGANIZATION</p> <p>CITY OF AUBURN</p>	<p>DATE SUBMITTED</p> <p>07.15.10</p>	

**Preadward Compliance Review Report for
All Applicants and Recipients Requesting EPA Financial Assistance**

Note: Read instructions on other side before completing form.

I. Applicant Recipient (Name, Address, State, Zip Code) City of Auburn, Memorial City Hall, 24 South Street, Auburn, NY 13021	DUNS No. 077293116
II. Is the applicant currently receiving EPA assistance? None	
III. List all civil rights lawsuits and administrative complaints pending against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.) None	
IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that allege discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective action taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.) None	
V. List all civil rights compliance reviews of the applicant/recipient conducted by any agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3)) None	
VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below. Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	
a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b). Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. § 7.70) applies. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
VII.* Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or activities? (40 C.F.R. § 5.140 and § 7.95) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No a. Do the methods of notice accommodate those with impaired vision or hearing? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b. Is the notice posted in a prominent place in the applicant's offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No c. Does the notice identify a designated civil rights coordinator? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
VIII.* Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. § 7.85(a)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
IX.* Does the applicant/recipient have a policy/procedure for providing access to services for persons with limited English proficiency? (40 C.F.R. Part 7, E.O. 13166) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
X.* If the applicant/recipient is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator. N/A	
XI.* If the applicant/recipient is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or Internet address for, or a copy of, the procedures. N/A	

For the Applicant/Recipient

I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.

A. Signature of Authorized Official

B. Title of Authorized Official

C. Date

CITY MANAGER**02/15/10**

For the U.S. Environmental Protection Agency

I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.

A. Signature of Authorized EPA Official

B. Title of Authorized EPA Official

C. Date

See ** note on reverse side

BROWNFIELDS ASSESSMENT GRANT WORK PLAN

Name of Grantee: City of Auburn

Title of the Project: Downtown Brownfields Program in the City of Auburn

Type: Hazardous Substances Assessments

1.0 PROJECT OVERVIEW

1.1 Background Information

The City intends to use FY2010 EPA Brownfields assessment grant funds to conduct community outreach activities and to create an inventory, prioritize, and select sites for receiving site assessment activities within the downtown business district and surrounding working-class neighborhoods where various industrial properties once were. The target area for this project is composed of nine (9) potential brownfield sites located adjacent to the Auburn business district, bordering the Owasco River.

The Downtown Brownfields Program area consists of single-family homes, multi-family residences, small commercial operations, and large industrial facilities. Over half of the target area properties could be characterized as vacant, abandoned or underutilized and likely to have been impacted by historic releases of hazardous substances. The funds from this EPA assessment grant will be used to create a Brownfield inventory of potential properties to provide valuable information that will facilitate revitalization and redevelopment decisions. The City has already identified seven (7) properties as potential brownfields within the target area and will solicit community involvement to expand this list.

1.2 Proposed Land-uses and Redevelopment Goals

The City's economic vision for downtown Auburn is detailed in *The Downtown Auburn Economy: Policy for Growth, 2004*, which states "downtowns give a city its identity. A downtown's health affects the attitudes of visitors and residents alike...if downtown businesses pool their resources, they will be better equipped to compete in the marketplace." The City's strategy for redevelopment includes "city wide comprehensive planning and zoning and focus on low and moderate income neighborhoods...in order to revitalize the most distressed areas of the community" (Auburn Empire Zone Development Policy). The City has also completed and adopted a new Comprehensive Plan that supports the redevelopment of brownfields.

The City hopes to return brownfields and vacant, underutilized sites to productive economic or social use as part of a comprehensive plan for the overall revitalization of downtown Auburn. Brownfield assessment is the critical first step to implement the City's vision, beginning with investigating potential contamination, reaching out to the public to inform them of human and environmental health risks of such sites, and developing feasible reuse plans that will include cleanup and attract commercial investments to the area.

1.3 Project Partners

The City of Auburn has developed a vast network of governmental partners to ensure that the Downtown Brownfields Program will be successful. The City has formed partnerships with the New York State Department of Environmental Conservation (NYSDEC) and the New York State Department of Health (NYSDOH), New York State's leading environmental and health agencies. NYSDEC and NYSDOH will be instrumental in providing oversight during the brownfield assessment, cleanup, and monitoring process. In addition, the New Jersey Institute of Technology Technical Assistance to Brownfields Team will provide guidance on remediation methods, deciphering regulatory requirements as well as community acceptance and involvement with brownfield projects.

The City currently partners with the Empire State Development Corporation (ESDC) and Cayuga County Department of Planning and Economic Development for economic development activities. The City will coordinate cleanup and reuse planning through the Downtown Brownfields Program to correlate with the City's goals under ESDC's Empire Zone program and Cayuga County's vision for regional growth.

The City of Auburn also anticipates the following local business, environmental, and education organizations and their members to be actively involved in the Downtown Brownfields project. These groups are as follows:

Auburn Business Improvement District (BID) is a coalition of residents, business and property owners, and non-profit groups that aims to enhance the appearance, economic viability, and quality of life in downtown Auburn. The Auburn BID has experience with advocacy, promotion, and working with the City of Auburn and Cayuga County to support its members and goals. Members of the Auburn BID are expected to be actively involved in both the selection of sites for evaluation and in the reuse planning stage.

Cayuga County Water Quality Management Agency (WQMA) is an environmental group that was established by the County Legislature in 1990 to protect and improve the water quality in the County. WQMA is working with the City to improve the water quality of the Owasco River, located alongside many of the brownfields in the downtown area. WQMA has experience assisting the City with growth planning that maintains the integrity of the local watershed and will provide valuable input on redevelopment scenarios.

Cornell Cooperative Extension of Cayuga County (CCE) is public outreach system from Cornell University, located on the southern end of Cayuga Lake with an extension office in the City of Auburn, that aims to enhance the economic wellbeing and quality of life of local communities through education. CCE strongly encourages the redevelopment of brownfields to reduce urban sprawl and provide environmental and economic benefits to the community. CCE will be able to provide guidance on sustainability, energy conservation, and other "green" development techniques during redevelopment planning.

2.0 MANAGEMENT AND COORDINATION

The City of Auburn operates under the Council/ Manager form of government established in 1920. The legislative body is the City Council composed of a Mayor and four (4) 'at large' councilors. The Mayor is the Authorized Representative responsible for accepting funding for the City. The City Manager is the Chief Executive Office and the administrative head of the City. Under the City Manager, the City has nine (9) departments including the Office of Planning and Economic Development, which will be primarily responsible for the management and coordination of the Downtown Brownfield Program.

City Staff responsible for this project are as follows:

Project Manager: City of Auburn- Jennifer Haines

Jennifer Haines is the Director of the Office of Planning and Economic Development at the City of Auburn and is the Project Manager for the EPA Brownfields Assessment Grant. Mrs. Haines has over 15 years experience with the City of Auburn Planning Department and is directly responsible for the coordination and administration of a broad scope of planning, community development and economic development functions, which include physical planning, community development, business retention, expansion and attraction, and City Empire Zone, Planning and Zoning boards.

Estimated hours that will be allocated to this task: 72.5 hrs.

Project Management Support: City of Auburn- Renee Jensen

Renee Jensen is the Senior Planner of the Office of Planning and Economic Development at the City of Auburn and will be the primary project management support dedicated to the EPA Brownfields Assessment Grant. She has her BS of Environmental Studies from the SUNY College of Environmental Science and Forestry (ESF) at Syracuse with six years experience in planning and related environmental fields including recycling and sustainability practices.

Estimated hours that will be allocated to this task: 140.25 hrs.

Engineer: City of Auburn- Seth Jensen

Mr. Seth Jensen, PE, Junior Engineer, of the City of Auburn's Department of Engineering, will be providing technical assistance for the Downtown Brownfields Program project. Mr. Jensen is a NYS Professional Engineer specializing in civil engineering with 4 years prior experience in the private sector at Clough Harbour & Associates LLP. He will be directly involved with the selection of the environmental consultants for this project as well as the principle reviewer of all technical data for quality assurance.

Estimated hours that will be allocated to this task: 45 hrs.

Programmatic Support: City of Auburn- Christina Selvek

Christina Selvek, of the City of Auburn, NY is the programmatic support for the Downtown Brownfields Program project. She has a MS and BLA of Landscape Architecture from the SUNY College of Environmental Science and Forestry (ESF) at Syracuse with six years experience in project management and grant administration. As Director of Capital Projects and Grants, she oversees the City of Auburn Capital Improvement Program and grant-funded based projects.

Estimated hours that will be allocated to this task: 76 hrs.

Fiscal Contact: City of Auburn- Lisa Green

The City of Auburn Comptroller, Lisa Green is the Fiscal Contact for the EPA Brownfields Assessment Grant. Ms. Green has over 20 years of experience as a CPA and municipal comptroller and will process project invoices and reimbursements as necessary. Work conducted associated with this position will not be charged to the project budget.

The City will use its standard employee recruiting system to recruit qualified staff if a position is vacated. Through its standard competitive procurement system, the City also plans to contract with a fully qualified engineering firm for project oversight and execution.

Through a competitive bidding process, the City will hire consultant(s) to assist with project activities, community involvement, conduct environmental site assessments (ESAs), conduct health monitoring activities, and cleanup/ redevelopment planning. The City plans to issue a Request for Qualifications and select a consultant prior to the planned project start date of October 1, 2010.

The City anticipates forming a Downtown Brownfields Program Advisory Board that will assist in organizing and administering tasks outlined in this work plan. The advisory board will consist of representatives from the following organizations:

- A) City of Auburn Office of Planning and Economic Development;
- B) Cayuga County Department of Planning and Economic Development;
- C) Cayuga County Department of Health;
- D) Cayuga County Water Quality Management Agency (WQMA);
- E) US Environmental Protection Agency;
- F) New York State Department of Environmental Conservation;
- G) Cayuga County Cornell Cooperative Extension or related educational institution; and
- H) Local business community.
- I) Cayuga County Soil and Water Conservation District

3.0 GOALS AND OBJECTIVES

3.1 Project Overall Goal and Objective

The City of Auburn Downtown Brownfield Program project supports EPA's Strategic Plan and GPRA Goal 4: Healthy Communities and Ecosystems, Objective 4.2 Communities- Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them, Sub-objective 4.2.3 Assess, Clean Up and Redevelop Brownfields.

Outputs: Work Plan, Quality Assurance Project Plan, Sampling Plans, End-Use Plans, Corrective Action Plans, Property Profile Forms, Quarterly Reports, Request for Proposals/ Request for Qualifications, Community Involvement Plan, Community meeting minutes, Annual Financial Status Reports(FSR), Final FSR, MBE/WBE Utilization Reports.

Outcomes: Number of properties assessed, number of acres assessed, amount of fund leveraged, amount of jobs created, property value increments, tax revenues increments.

3.2 Project Specific Objectives

Create a Brownfields inventory within the City of Auburn. This inventory will include, but not be limited to, property owner name and mailing address, City Assessor Parcel Number and associated parcel information. This inventory information will be compiled by means of community outreach meetings, City Office of Planning and Economic Development staff observations, research of property records and technical data. Conduct the following: 1) up to nine (9) Phase I environmental site assessments (hazardous substances) and 2) up to five (5) Phase II's environmental site assessments and develop clean up strategies (hazardous substances) in advance of future redevelopment projects within the City of Auburn.

The Brownfield inventory will lead to the eventual revitalization of downtown Auburn, such as the creation of jobs and increase tax revenue due to redevelopment. In addition the inventory will identify blighted properties and lead to the protection of public health and the environment by reducing exposures to hazardous substances. Properties cleared of environmental contaminants will be made ready for redevelopment or conversion to City greenspace.

4.0 DESCRIPTION OF TASKS

4.0.1 Project Management and Planning

Task Description- The City will complete all necessary activities in accordance with the project work plan and all required terms & conditions, including the selection of an environmental consultant through a competitive process, establishing and maintenance of necessary project and financial records and files; project management, conducting up to three (3) community outreach meetings over the course of the project, and attendance at NYS Brownfield Roundtable meetings and EPA conferences for further training.

Through a competitive process, the City will contract with an engineering or environmental consultant to assist with project activities such as the community involvement process, environmental assessments, health monitoring activities, and cleanup/ redevelopment planning. The City will issue a Request for Qualifications and select a consultant prior to the planned project start date of October 1, 2010.

4.1 Site Identification/Selection

Task Description- Based on past surveys, the City has identified seven (7) potential brownfield sites within the Downtown Brownfield Program target area. Through community outreach and public meetings, the City will expand the potential brownfield site list. Site selection criteria will be developed as part of this effort to rank sites that will most benefit from the project services. The criteria will be based on a number of factors including, but not limited to the following: ability of the site to attract other redevelopment efforts, leveraging of public and private investment, compatibility with redevelopment plans, potential reduction to public health and environmental concerns, potential reuse, community comment and input, and degree of hazardous substances. Sites will be screened against criteria developed under this project to nominate the sites with the greatest need and ensure that properties meet the definition of Brownfields and are eligible to receive project funds.

4.2 Site Assessments

The City has already identified seven (7) sites to be included in the assessment process and expects to identify several others via suggestions from residents and community partners.

4.2.1 Preliminary Assessment (Phase I): Under this task, up to nine (9) sites will receive Phase I ASTM E1527-05 Environmental Site Assessment investigations (petroleum substances). These investigations will comply with the EPA Final Rule for All Appropriate Inquiries (November 1, 2005) under 40 CFR 312, Standards for Conducting All Appropriate Inquiries. Phase I assessments will involve four primary components: Research into historical site usage and analysis of government records, physical site inspections, interviews and report preparation. Findings and recommendations will be contained in the final report. Information from Phase I assessments will be used to determine sites to receive Phase II

assessments. A property profile form will be submitted to EPA with the final Phase I ESA report for each property investigated.

4.2.2 Site Investigation (Phase II): Under this task, up to five (5) Phase II environmental site assessments will be performed utilizing the funding. Phase II assessments will be completed if significant findings were identified during the Phase I assessment. Phase II will include sampling and laboratory analysis (surface soil, groundwater, surface water, sediments, subsurface soil, or air) and other potentially hazardous materials as approved by the EPA, will be conducted as part of the Phase II investigations. A quality assurance project plan or sample and analysis plan, and site specific health and safety plan will be developed for each Phase II investigation. Final reports will contain all information about the Phase II investigation and findings, analytical data, recommendations and potential actions.

4.2.3 Remedial Investigation (Phase III): Phase III will not be addressed as part of the Downtown Brownfields Program project.

4.2.4 Corrective Action Plan: From data gathered under Tasks 4.2.1 & 4.2.2, the City and selected consultant(s) will prepare an Analysis of Cleanup and Redevelopment Planning Activities. The analysis will summarize site information from Phase I and II ESAs, include cleanup estimates and property reuse scenarios for the priority sites with completed Phase II investigations. The analysis will identify potential remedial alternatives and cost of implementing select recommended cleanup options.

4.2.5 End-Use Plan: Utilizing the Corrective Action Plan, this task will prepare feasibility plans for suitable land and building uses, such as commercial, light industrial, retail, public recreation facilities or parks, or residential. Feasibility plans will also include analysis of infrastructure that may be required for these reuse scenarios.

5.0 COMMUNITY INVOLVEMENT

The City of Auburn will embark on a comprehensive community engagement process to inform affected residents and community groups about current brownfield assessment activities. This process includes public meetings, focus groups, newsletters and fact sheets, and an official project website.

The City of Auburn uses only the English language at meetings because there are no specific ethnic groups that require translation services. According to the 2000 Census, the vast majority of the City's residents were born in the United States (96.5%) and few have entered the United States since 1990 (0.9%); the City has not experienced a large influx of immigrants in recent years. However, if translation assistance is requested, the City of Auburn will include other languages in its community outreach process.

The City will encourage community participation to identify priority sites for assessment and to review potential redevelopment plans with affected residents and neighborhoods using the following methods:

Public Forums will be held by the City to educate the public about environmental risks, inform them of current assessment activities, and to solicit suggestions from the community. Meetings will be held prior to assessment activities to establish priority sites, during the investigation process, and during the cleanup and reuse planning phase. Forums will be held during City Council meetings and at focus group meetings held in the affected neighborhood. Meetings will be handicap-accessible and advertised in advance;

Accessible Plans and Reports, including work plans and site investigation reports, will be placed in public repositories at the Seymour Public Library, located in downtown Auburn, and the Office of Planning and Economic Development at City Hall prior to relevant public meetings; and

Downtown Brownfields Website, as well as fact sheets and newsletters, the website will provide direct outreach to the public and describe current activities and program progress. These materials will be updated regularly to maintain current information. The City will develop a distribution list for fact sheets and newsletters that will include affected residents, community partners, and other interested parties.

6.0 REPORTING REQUIREMENTS

6.1 Quarterly Reports

The City will comply with quarterly reporting requirements in the grant cooperative agreement and will also consult with assigned project officers on project specific reporting needs. The City will submit quarterly progress reports to EPA including Property Profile Forms (PPF) for each site at which work is being performed.

6.2 Financial Status Report

The City will submit to EPA Financial Status Reports with the relevant Quarterly Report in accordance with the Cooperative Agreement.

6.2 Final Close-out Report

The City shall submit a final summary report describing the initial goals and objectives of the Brownfields Assessment Grant, accomplishments, and any changes implemented.

6.2 Assessment Reports

The City will submit to EPA assessment reports for each site as which fieldwork will be performed using EPA funds. The City estimates that up to nine (9) Phase I environmental site assessments and up to five (5) Phase II environmental site assessments will be completed as part of the Downtown Brownfields Program project.

6.5 Quality Assurance/ Quality Control (QA/QC) and Sampling, Analysis and Monitoring Plans (SAMP) Plans

The City agrees to use the EPA Region 2 generic Quality Assurance Project Plan (QAPP) as provided by EPA for preparing site-specific Sampling, Analysis and Monitoring Plans (SAMP). The City will also prepare and submit a separate SAMP for each site as which fieldwork will be performed using EPA funds. EPA must approve the SAMP in writing prior to conducting any fieldwork.

6.7 Health and Safety Plan

The City will prepare and submit a Health and Safety Plan (HSP) to EPA as required in compliance with OSHA 29 CFR 1910.120 entitled "Hazardous Waste Operations and Emergency Response". This will need to be approved by the EPA prior to the start of any field sampling.

SCHEDULE OF MILESTONES & DELIVERABLES				
Fiscal Year	Quarter	Quarterly Report Due	Deliverables	Status
2010	4 th	Oct. 30 th	<ul style="list-style-type: none"> • Issue Press Release to Notify Public of Award • Develop and Issue RFQ to Engineering/ Environmental Firms to Assist City with Project • Attend EPA Workshops & Conferences • Prepare Quarterly / Financial Status Reports 	
2011	1 st	Jan. 30 th	<ul style="list-style-type: none"> • Procure Engineering/ Environmental Consultant • Develop and Submit Community Involvement Plan • Prepare Quality Assurance Management Plan • Publish Press Release and/ or Community Announcements • Prepare Quarterly / Financial Status Reports 	
2011	2 nd	April 30 th	<ul style="list-style-type: none"> • Develop Project Website Information • Hold Public Meetings to Update Status and Gather Input • Develop Inventory of Brownfield Properties • Begin Phase I ESAs • Attend EPA Workshops & Conferences • Prepare Quarterly/ Financial Status Reports 	
2011	3 rd	July 30 th	<ul style="list-style-type: none"> • Prepare Endangered Species and Habitat and Cultural Historical Resources Submittals • Prepare Quality Assurance Project Plans • Prepare Health and Safety Plans • Prepare Quarterly/ Financial Status Reports 	
2011	4 th	Oct. 30 th	<ul style="list-style-type: none"> • Prioritize Sites Based on Community Needs • Obtain Access Agreements for Sites (as needed) • Publish Press Release and/ or Community Announcements • Prepare Quarterly/ Financial Status Reports 	
2012	1 st	Jan. 30 th	<ul style="list-style-type: none"> • Hold Public Meetings to Update Status and Gather Input • Prepare Quarterly/ Financial Status Reports 	
2012	2 nd	April 30 th	<ul style="list-style-type: none"> • Conduct Phase II ESAs on Sites • Prepare Quarterly/ Financial Status Reports 	

SCHEDULE OF MILESTONES & DELIVERABLES				
Fiscal Year	Quarter	Quarterly Report Due	Deliverables	Status
2010	4 th	Oct. 30 th	<ul style="list-style-type: none"> • Issue Press Release to Notify Public of Award • Develop and Issue RFQ to Engineering/ Environmental Firms to Assist City with Project • Attend EPA Workshops & Conferences • Prepare Quarterly / Financial Status Reports 	
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2011	2 nd	April 30 th	<ul style="list-style-type: none"> • Develop Project Website Information • Hold Public Meetings to Update Status and Gather Input • Develop Inventory of Brownfield Properties • Begin Phase I ESAs • Attend EPA Workshops & Conferences • Prepare Quarterly/ Financial Status Reports 	
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2011	4 th	Oct. 30 th	<ul style="list-style-type: none"> • Prioritize Sites Based on Community Needs • Obtain Access Agreements for Sites (as needed) • Publish Press Release and/ or Community Announcements • Prepare Quarterly/ Financial Status Reports 	
2012	1 st	Jan. 30 th	<ul style="list-style-type: none"> • Hold Public Meetings to Update Status and Gather Input • Prepare Quarterly/ Financial Status Reports 	
2012	2 nd	April 30 th	<ul style="list-style-type: none"> • Conduct Phase II ESAs on Sites • Prepare Quarterly/ Financial Status Reports 	

2012	3 rd	July 30 th	<ul style="list-style-type: none">• Conduct Health Impact Analysis Based on Results of Phase II ESAs• Prepare Quarterly/ Financial Status Reports	
2012	4 th	Oct. 30 th	<ul style="list-style-type: none">• Conduct Health Monitoring of Impacted Areas (if needed)• Prepare Analysis of Cleanup Alternatives for Sites• Prepare Quarterly / Financial Status Reports	
2013	1 st	Jan. 30 th	<ul style="list-style-type: none">• Complete Cleanup and End-Use Plans• Complete Phase II Activities• Provide Community Update via website• Quarterly/ Financial Status Reports	
2013	2 nd	April 30 th	<ul style="list-style-type: none">• Final Financial Summary Report• Final Project Report• Final Community Update	
Ongoing	--	--	<ul style="list-style-type: none">• Community Input	

7.0 BUDGET

	Task 1 Site Selection/ Community Involvement	Task 2 Phase I	Task 3 Phase II	Task 4 Phase III	Task 5 Action & end use plans	Task 6 Reporting	Total
Personnel	\$3,500	-	-	-	-	\$7,269.50	\$10,769.50
Fringe	\$1,050					\$2,180.50	\$3,230.50
Travel	-	-	-	-	-	\$1,000	\$1,000
Supplies	\$750	-	-	-	-	-	\$750
Equipment	-	-	-	-	-	-	\$0
Contractual							
Petroleum	\$6,000	\$23,250	\$125,000	-	\$29,750	-	\$184,000
Construction	-	-	-	-	-	-	\$0
Other	-	\$250		-	-	-	\$250
Grant Total	-			-	-	-	\$200,000
Project Total	\$11,300	\$23,500	\$125,000	-	\$29,750	\$10,450	\$200,000

Budget Detail/Narrative

Personnel including Fringe Benefits: \$14,000

	Requested from EPA	Cost Share provided by applicant (if applicable)
Personnel		
Salaries and Wages		
(1) Director of the Office of Planning and Economic Development/ Brownfields Project Manager @ \$47/hr x 72.5 hours	\$3,407.50	
(1) Senior Planner/ Brownfields Project Manager Support @ \$24/hr x 140.25 hours	\$3,366	
(1) Junior Engineer/ Technical Assistance @ \$28/hr x 45 hours	\$1,260	
(1) Programmatic Support @ \$36/hr x 76 hours	\$2,736	

Fringe Benefits: Rate/Base/Composition 30% of Personnel costs (FICA, retirement, health, vacation, sick leave)	Total Fringe Benefits Requested from EPA \$3,230.50	
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NEW YORK STATE REVIEW PROCESS

Certification of Distribution of Application Review Package

Pursuant to the Federal intergovernmental review requirements, the attached Application Review Package is submitted for your review.

Applicant/Agency Name: City of Auburn
Organizational Unit: Office of Planning and Economic Development
Address: 24 South Street, Auburn, NY 13021-3832

Contact Person: Jennifer Haines, Director
Telephone Number: 315-255-4115

CFDA Number: 66.818
Federal Program Name: Brownfields Assessment Grant
Project Name: 24 South Street, Auburn, NY 13021-3832

Federal Funding Agency Address: USEPA - Region 2
290 Broadway, 27th Floor
New York, New York 10007-1866

Federal Funds Requested: \$ 200,000.00